



SELECTED RESOURCES

Archival Records Basics

Websites and Articles

- **Academy of Certified Archivists Handbook**
 - <http://certifiedarchivists.org/images/forms/handbook.pdf>
 - See pages 37-38 for a great bibliography of preservation resources.
- **Bartowski, Gloria A.** "Fundamentals of Managing Local Government Archival Records." New York State Archives, 1995.
http://www.archives.nysed.gov/a/records/mr_pub40_accessible.html
 - See especially the "Why Archival Records are Important" section for examples of actual uses of archival local government records in the State of New York.
- **Council of State Archivists (CoSA) – "Closest to Home" Project**
 - <http://www.statearchivists.org/lga/index.htm>
 - Well-designed, informative, downloadable handouts that focus on how local government officials and concerned citizens can help make the case to establish local government archives programs.
- **Cullinane, Jane and Kathy Makover.** "Choosing What Matters Most." Connecticut State Library, 2005. <http://www.cslib.org/publicrecords/Connseervator/connseervator0905.pdf>
 - This short article from the Connecticut State Library contains helpful information on prioritizing your preservation efforts. It offers a way to identify those records in the most urgent need of repair or protection by making it part of your government's disaster planning efforts.
- **Dearstyne, Bruce W.** "Government Archival Records." *Managing Government Records and Information*. ARMA International, 1999.
 - This chapter provides a list of questions to aid archival appraisal (see p. 140-141). It also includes an annotated list of the essential elements of government archives programs – for example, policies for custody of records and access to records, finding aids and access tools, and outreach programs.
- **Minchew, Kay Lanning.** "Archival Programs for Local Governments: A Guide for Local Governments." Albany, New York: National Association of Government Archivists and Records Administrators (NAGARA), 1995.
http://www.nagara.org/associations/5924/files/TechSeries_ArchivalPrograms.pdf
 - This article offers helpful guidance on establishing an archives program, including a checklist to determine what your particular needs will be.

- **Northeast Document Conservation Center (NEDCC) – Preservation Leaflets**
 - <http://www.nedcc.org/resources/leaflets.list.php>
 - These leaflets offer a wealth of advice and information on the basics of climate control, repairing damage, proper storage and handling, preservation reformatting, emergency salvage, and several other topics.
- **Society of American Archivists Glossary**
 - http://www.archivists.org/glossary/term_details.asp?DefinitionKey=1185
 - A glossary of over 2,000 archival and records terms.

Funding Sources

- **County Clerk’s Records Archive Fee (LGC §118.025) – adopted 2001**
 - Full text: <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.118.htm>
 - Fee must be adopted by the Commissioners Court.
 - Funds generated by the fee can be used for “the preservation and restoration of the county clerk’s records archive.”
 - County clerk is responsible for identifying archival records.
 - Fee can be up to \$5 per document.
- **District Clerk’s Records Archive Fee (GC §51.305) – adopted 2009**
 - Full text: <http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.51.htm>
 - Fee must be adopted by Commissioners Court
 - Funds generated by the fee for “preservation and restoration services performed in connection with maintaining a district court records archive.”
 - Funds can be used for work done by the District Clerk *or* by an outside vendor (e.g., a company specializing in transferring audiovisual materials to digital formats).
 - District Clerk is responsible for identifying archival records.
 - Fee can be up to \$5 per document.
- **Grants**
 - **National Endowment for the Humanities (NEH) – Preservation Assistance Grant for Smaller Institutions:** <http://www.neh.gov/grants/guidelines/pag.html> (maximum \$6,000)
 - **National Historical Publications and Records Commission (NHPRC) – Grants for processing and digitization:** <http://www.archives.gov/nhprc/announcement/> (maximum \$200,000)
 - **Texas State Library and Archives Commission – TexTreasures Grant –** For archival records of “statewide significance” – e.g., that pertain to the history of

Texas as a whole: <http://www.texshare.edu/programs/texttreasures/> (maximum \$20,000 for a single institution / \$25,000 for collaborative projects)

- **Texas Historical Commission – History Museum Grants** – For small history museums: <http://www.thc.state.tx.us/grantsincent/gramus.shtml> (maximum \$1,000)
- **Grant Assistance (Help with Preparing Grants, Conducting Site Surveys)**
 - Texas Historical Records Advisory Board (THRAB): <http://www.tsl.state.tx.us/arc/thrab/index.html>
 - Amigos Library Services: <http://www.amigos.org/node/45>

Training Opportunities

- Texas State Library and Archives Commission – training for local governments: http://www.tsl.state.tx.us/apps/slrn/training/classes_local.php
 - Topics include: Managing Electronic Records, Disaster Planning for Government Records, Control Schedule Basics, Improving Filing Systems, Forms Management
- Society of American Archivists – continuing education workshops: <http://www2.archivists.org/calendar>